

State Machine Tool Apprenticeship Advisory Committee Meeting

Thursday, September 19, 2013

Waukesha County Technical College
Pewaukee, WI

DRAFT MINUTES

Members Present	Organization / Employer
Brockelman, Doug	Stanek Tool Corp
Dennis, Mark (Co-Chair)	Fox Valley Tool & Die
Haban, Eric	LDI Industries
Hall, Ray	Mercury Marine
Heins, Ken	KLH
Johnson, Greg	PowerTest
Nichols, Jim (Co-Chair)	KLH Industries
Rainey, Tony	Master Lock Company
Sloma, John L.	IAM – AW LL516
Williams, John	Rexnord Industries

Consultants and Guests	Organization / Employer
Bulloch, William	Waukesha County Technical College
Cook, James	Madison Area Technical College
Destree, Sandra	Bureau of Apprenticeship Standards
Haishuk, Kay	Bureau of Apprenticeship Standards
Kiel, Todd	Northeast Wisconsin Technical College
Morgan, Karen	Bureau of Apprenticeship Standards
Novak, Bob	Waukesha County Technical College
Perkofski, Lisa	Bureau of Apprenticeship Standards
Schetter, Sheila	Lakeshore Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Thompson, Mike	Lakeshore Technical College
Wood, Marge	Wisconsin Technical College System
Zenisek, Hal	Worldwide Instructional Design System

1. **The meeting was called to order** at 10:02 A.M. by Committee Co-Chair Mark Dennis in conformance with the Wisconsin Open Meeting Law.
2. **Introductions** were made, and roll call was taken.
3. **Minutes** of the February 21, 2013 Machine Tool Advisory Committee meeting were approved with the following corrections:
 - The phrase "coolant reclamation units instead of..." was changed to "coolant reclamation units *in addition to...*"
 - Henry Verfeuth was removed from the list of members.

4. Old Business

a. Sage Finale

SAGE concluded on June 30, 2013, and either met or exceeded all of its official performance targets:

- Apprentice participants: 4,508 projected; 5,222 actual
- Expenditures: \$6 million projected; \$6 million actual

SAGE also exceeded its unofficial performance target of trades served: 20 projected; 64 actual. However, SAGE did not meet its unofficial performance target of 1,500 journey worker participants, reporting only 422 journey worker participants. The low outcome is the result of high unemployment among journey workers and low to zero response from journey workers to SAGE upgrade sessions.

The Dept. of Labor selected SAGE as one of three projects nationwide to be featured in a national webinar on successful state energy sector partnership grants. Karen Morgan will present on the grant's curriculum products, strategies for employer engagement, and lessons learned.

The Bureau is preparing a final report for all stakeholders, which will explain the background, purpose, activities and outcomes of the entire grant. The report is projected to be released by November.

b. Letter of Recognition from the U.S. Dept of Labor

The U.S. Department of Labor granted continued recognition for the next five years to the Bureau of Apprenticeship Standards for the registration of apprenticeship programs and agreements, for Federal purposes, in the State of Wisconsin. The recognition followed a successful review of all modifications to registered apprenticeship-related legislation, regulations and policies made by BAS to conform with terms of Title 29, CFR part 29.

The US Dept. of Labor found only one item of concern, an old rule passed in the 1980s that permitted family-owned construction businesses to place sons and daughters and "any person necessary to an approved affirmative action plan" directly into the apprenticeship program once he or she met the qualifications. The clause violates federal regulations on affirmative action which prohibit hiring on the basis of ethnicity and/or gender alone. BAS never used the clause during selection procedures, and agreed to remove it when the rules are next updated.

Modifications to Title 29, CFR part 30, which deals with Affirmative Action and Equal Employment Opportunity, were projected to be released in 2013-2014, but have been delayed indefinitely.

c. Outreach Update

Karen Morgan reported that, as part of SAGE, BAS funded an outreach campaign to new manufacturing employers and employers that had not trained using apprenticeship in the past three years. The goal is to increase the number of manufacturing sponsors by 15% more than 2012. Currently, BAS has achieved 75% of its goal, and projects it will meet its goal by the end of 2013. The campaign included mailings, billboards, videos, and cold calls and employer visits from BAS field staff.

d. NIMS Pilot Update

Karen Morgan distributed "The Complete Guide to NIMS Credentialing" to members and guests.

Ed Janecek updated members on the status of the NIMS pilot. The pilot includes six apprentices and is in its third semester. During a typical week, the apprentices do the following: Monday, solid works and shop; Tuesday, CNC machining and shop.

All apprentices have earned three of the nine NIMS Level One credentials included in the program. Two apprentices have finished four credentials. The pilot credentials apprentices using a two-part exam: a part exam, then a theory exam. The exams are taught by the technical college instructors in the technical college labs as part of Paid Related Instruction. Sponsors prefer this method because the technical college relieves them of the need to train the apprentice and inspect the work. Sponsors would have to train and inspect under the alternative method of credentialing, known as the Credential Achievement Record (CAR), which looks very similar to a job book. The CAR requires discretionary decisions on the part of the inspector, and requires a lot of internal resources from the sponsor. CAR is challenging for small businesses because it requires a dedicated instructor. In fact, many small businesses in the pilot program said they lack the resources to implement the CAR method.

Karen Morgan raised several issues to Ed:

- How do sponsors in the pilot program handle NIMS credentials about Level I? Ed replied that the pilot teaches Level I skills only to all trades involved, despite differing requirements for PRI. Level II and III credentials are at the discretion of the sponsor.
- The committee voted to structure the pilot program as a hybrid apprenticeship, not a straight competency apprenticeship. Under the hybrid program, apprentices must complete both time and competency requirements. Ed concurred.
- What advantages is he seeing from sending apprentices to the NIMS model versus the traditional program? Ed replied that the competency requirement of the hybrid model helps apprentices learn certain tasks, such as threading, in less time. Apprentices in the time-based program typically encounter difficulty learning threading on their own with only a textbook. Ken Heins replied that he believes the NIMS program is far superior to any theory-based program, and has used the NIMS program to train his lower-level incumbent workers to great success.

Tony Rainey asked whether apprentices in the pilot program do all the work required for credentialing at the technical college or at the employer, too? Mr. Janecek replied that the expectation is that all work is performed at the technical college, because the technical college has the manual machines that many employers no longer have.

Ms. Morgan then led a general discussion on how the NIMS pilot would include Tool and Die Makers and Mold Makers, not only Machinists. Ms. Morgan stated clearly that if the State Committee wants to implement the NIMS model, the model will have to address Tool and Die Makers, which is a high-demand apprenticeship program. Ms. Morgan asked Mr. Janecek and Mr. Heins to confirm whether they were asserting that no additional related instruction was needed for dies and mold. Citing industry needs, she asked why apprentices do not need specific curriculum for mold making and die skills, and where the apprentices would then those skills? Ed Janecek answered that all apprentices in the NIMS Pilot gets the same related instruction up to the third year. Then apprentices are moved into separate related instruction course sequences for each occupation. Mr. Bill Bulloch confirmed that this is the traditional approach. Ms. Morgan replied that she understands apprentices receive Level One skills through related instruction and earn Level Two skills on the job, but how will apprentices get Level Two related instruction? Ms. Marge Wood displayed a curriculum map of the apprenticeship programs for the Machine Tool trades.

Mr. Ken Heins suggested to the State Committee that it give Waukesha County Technical College an opportunity to address these concerns by amending the curriculum for the pilot program. Ms. Morgan agreed, citing a high demand for Tool and Die Makers. Ms. Morgan supported the idea, and suggested that the core curriculum could remain the same, and additional hours and courses could be required for apprentices who would pursue Tool and Die.

The topic lead to a general discussion on the appropriate total hours for paid related instruction for the Machine Tool trades and whether all technical colleges were offering the same amount of hours.

Ms. Wood added that the cost of the NIMS Level I credential is a challenge for the technical colleges. The cost of the credential cannot be added to the tuition charges for the program, so the cost must be paid by the individual. The credentials in the pilot are paid by NIMS.

Ms. Morgan stated that BAS and the State Committee need to educate employers and unions about the benefits of the NIMS model in time for the next round of contract negotiations. Several barriers are present and will likely continue, because the program is somewhat irregular: not all employers will have some of the older equipment, which are key in building the base; not all employers will not be able to send employee to PRI at odd times; and not all employers will pay for the NIMS credentials. Last, the State Committee will have to decide, when the program moves beyond the pilot phase, whether to follow the NIMS program structure, which is purely competency-based, or structure the program as a hybrid model, which includes competencies and time requirements. The key question will continue to be, what does industry need and want to do? It's obvious that the Paid Related Instruction varies across the board, so we'll have to clean that up.

Before the discussion on NIMS closed, Mr. Heins and Ms. Wood commented on the variance in the Paid Related Instruction between technical colleges. Mr. Heins inquired that, if you have a 16-week training period, how can you accomplish 576 hours? Ms. Wood commented that this is a frequently asked question. She explained that instructors can sign

extra contractual agreement to teach an additional 72 hours each semester. Ms. Wood continued that, for many years, WTCS has considered an instructional hour to be 50 minutes, not 60 minutes, in length. The curriculum, which resides at the state level, is approved at the full credit level. After Act 10 as passed, many technical colleges moved to different configurations. Ms. Morgan reminded Ms. Wood and the Committee that apprenticeship contracts are calculated in 60-minute hours, not 50-minute hours or credits. Furthermore, industry recommends the curriculum and the hours, and how long it takes to deliver the content. If instructors are teaching less time, then the Committee can reconsider the configuration.

Ms. Morgan stated that the bottom line is that the Bureau, WTCS, and the State Committee need to continually review the curriculum to ensure what is agreed upon at state level and legally agreed to in the apprenticeship contract is being taught. needs to be taught. So, when the technical colleges talk about possibly migrating from hours to credits, they will have to figure out how apprenticeship fits in to the new model, because apprenticeship is legally determined by hours, not credits.

As a result of this discussion:

- 1. BAS and WTCS will survey the technical colleges to learn what curriculum the schools are teaching, how long they are teaching it, and what, if anything, is being left out.*
- 2. BAS will research a previously implemented three-year milling and grinding apprenticeship.*

5. New Business

a. Roster Review

Mr. Owen Smith informed members that the Committee needs one additional Employee Member, and asked for recommendations. Members suggested Greenheck and Phillips Plastic. Mr. Rainey volunteered to ask several sponsors, too.

As a result of this discussion, BAS will contact Greenheck, Phillips Plastic, and Mr. Rainey.

b. Updated Webpage for State Committee Meetings

The BAS website now includes PDF files of all meeting material for the 19 state committees, beginning with meetings in Spring 2013. The page is designed to contain material from the last meeting and the upcoming meeting. BAS is researching the possibility of an online archive.

The availability of material online will not change the meeting notification process. Members and consultants will receive the two-week email notification with all meeting material attached. The notification will also include a link to meeting material online. Members will also receive hard copies of the material in the notification and any additional material via snail mail. Additional material providing to members only beforehand, material distributed during the meeting, and the draft meeting minutes will be posted online with 30 days of the meeting.

c. 2014 Apprenticeship Conference

Ms. Morgan reminded attendees that the 26th Biennial Wisconsin Apprenticeship Conference will be held January 26-28, 2014, at Chula Vista Resort in the Wisconsin Dells.

The "Save the Date" card has been mailed. Rooms are available currently at the state rate. Waterpark tickets are included.

The Apprenticeship Advisory Council elected to hold the Apprenticeship Expo, and wants to have as much interest and participation from the high school students and staff as possible. BAS secured more space for this year's Expo than in previous years. Unlike prior Expos, this year's Expo will be organized broadly by economic sector. Expo activities will include vendor booths; interactive, hands-on displays, such as Go-Bots, engine cut-outs, and theatres that show looped videos on apprenticeship,

BAS projects between 350-600 high school students will register to attend the Expo. Schools will enter on a staggered schedule. The Conference will reimburse schools for the buses and substitute teachers.

Ms. Morgan asked members to recommend possible vendors for the Expo. Mr. Heins suggested BAS ask Moraine Park to bring their 3D printing unit and inquire into Indianhead Motorcycles would be interest, although he is not sure if they train apprentices.

Ms. Morgan concluded this discussion by informing members that BAS has not confirmed keynote speakers at this time, but has invited several, including Governor Walker.

As a result of this discussion, BAS will contact Moraine Park and Indianhead Motorcycles.

d. Advisory Council Activities

The Apprenticeship Advisory Council has been developing several tools for apprentices and employers that are designed to mitigate the cancellation rates of female and minority apprentices, which are higher than those of most apprentices, according to the 2010 Legislative Audit Bureau audit of registered apprenticeship.

Focus groups and follow-ups surveys revealed several factors that contributed to the high cancellation rates. Female and minority apprentices often reported that they experienced difficulty determining whether an uncomfortable incident is common culture or discrimination; whether they would be punished for reporting the incident; and whether support networks existed within the employer or Bureau with whom they could get advice about the incident.

Some of the tools developed by the Council help prepare apprentices for daily life in a construction trade, success as a self-supporting adult, and a career pathway. Other tools prepare employers for an increasingly diverse workforce and advise them of how to understand and meet the needs of apprentices.

i. Online Apprenticeship Orientation Course

This course is a self-paced online version of the original "Apprenticeship Orientation" print publication. It is designed to prepare apprentices for all aspects of their apprenticeship program, from their professional and personal responsibilities to tips for daily life on a jobsite to preparing for their financial future. The content was based directly on the results of apprentice focus groups and surveys that explored what apprentices wished they would have known earlier in their program. The content was repackaged as a self-paced online course, with condensed content and interactive features, after apprentice focus groups found the print publication too lengthy and boring.

The course will be contained on the BAS website. The software will allow the apprentice to continue where he or she left off, so apprentices can proceed at their pace and discretion. Apprentices either pass (complete) or fail (fail to complete) the course; they do not earn a grade. Upon completing the course, the software will generate a certificate of completion for the apprentice and a separate electronic record of completion for BAS.

The course is complete, but will not go live until the end of 2013. BAS must first discuss feedback with the Council at its November meeting and implementation with the training coordinators. BAS will email a private link to a non-public version to all state committees as part of a follow-up to the fall meetings.

The Bureau is asking all state committees whether they support mandating the course as part of unpaid related instruction. The timeframe for completion (e.g. within the probation period or within the first year, etc.) is negotiable and may vary per committee.

ii. Outreach Campaign to K-12 stakeholders

The Apprenticeship Advisory Council are collaborating with several partners to present apprenticeship and a career in the skilled trades to high school students as attractive alternatives to a four-year degree. The outreach effort includes several ground breaking projects:

New Ads on Packers Radio Network

The focus of radio advertisements for apprenticeship on Packers Radio Network will switch from employers to apprentice applicants at the end of October. The revised ad will highlight apprenticeship as an attractive means of learning a skilled trade, beginning a career, and earning a good wage. The ad will continue through the regular season.

Teacher Toolkit

The Department of Public Instruction has assembled a toolkit for high school teachers on the DPI website. The toolkit includes talking points and information needed to present apprenticeship and a career in the skilled trades alongside a four-year degree as viable post-secondary education opportunities. Materials include an apprenticeship speakers list of employers, skilled workers, and stakeholders who speak to classes, speak at teacher in-service days, and other outreach events.

Video Game

BAS hired a graduate of Herzing University to develop a video game that will provide information on entering the apprenticeship program in a fun, engaging manner. BAS projects it will have a prototype ready for the Conference.

DWD Secretary Newson met with the Guidance Counselors Association to talk about the importance of technical education and career pathways in the skilled trades.

6. WTCS Update

a. WTCS 2009-10 Statewide Apprenticeship Completer Survey

Owen Smith distributed the "WTCS 2009-10 Statewide Apprenticeship Completer Survey," a report by WTCS that measures the employment status of apprentices in the construction,

industrial, and service sectors by trade, who completed their program in 2009-2010. The apprentices were surveyed in fall 2011. Colleges typically project 95% of apprentice graduates will be employed related to their training. Full-time programs grow concerned with anything less than 70%.

b. DRAFT Curriculum Standards and Model Program Summary

Hal Zenisek distributed a draft curriculum standards and model program summary for the Machine Tool trades. The goal of the project is to provide a standardized template for reporting and communication apprenticeship curriculum with various technical colleges, the Bureau, and other stakeholders. The new report is an example of the enhanced reporting capability of WIDS, the curriculum development and reporting software used by the Wisconsin Technical College, which was upgraded this year. WTCS is trying to make the software work to cross-reference hours and credits used by the technical colleges.

Hal asked attendees for feedback on what information and formatting would be helpful to potential apprentices, sponsors and stakeholders. The current content of the report reflects what is in WIDS as of 2003. Attendees should email input to Hal: zenisekh@wids.org.

7. Review of Program participants

a. Current Participants

Four-hundred and eleven apprentices are enrolled in the Machine Tool programs as of September 13, 2013, the highest total since 2008.

b. Update on New Reporting Software

BAS is scheduled to receive Web Intelligence (Webi) reporting software soon. The delay is due to the high demand for programmers on Governor Walker's Unemployment to Employment initiative. The software will allow BAS to report more apprenticeship program data in more ways using more formats. Based on feedback from state committees in spring 2013, BAS will provide a chart of apprentice and employer totals from the past 10 years, with set measurement intervals of Jan 1 and June 1, and a mean value or moving average as a comparative figure. The software will also be able to report apprentices or employers by region or county. BAS will bring the report to the spring 2014 meeting.

8. Next meeting date

Jim Cook volunteered Madison College as the host, in order to acquaint attendees with the college's new advanced manufacturing wing. The next meeting will be held on Wednesday, March 5, 2014, at 10:00 a.m. at the Madison Area Technical College Commercial Avenue Campus in Madison.

10. Meeting was adjourned at 2:00 PM.

11. Follow-up Items

As a result of this meeting, the following will occur:

- 1. BAS and WTCS will survey the technical colleges to learn what curriculum the schools are teaching, how long they are teaching it, and what, if anything, is being left out.*
- 2. BAS will research a previously implemented three-year milling and grinding program.*

3. *BAS will contact Greenheck, Phillips Plastic and Mr. Rainey regarding new employee members.*
4. *BAS will contact Moraine Park and Indianhead Motorcycles regarding booths at the Expo.*

Submitted by Owen Smith, Recorder